

S E C R E T

20 June 1961

MEMORANDUM FOR: CHIEFS OF ALL TSD STAFFS AND BRANCHES
SUBJECT : TSD Records Control Schedule

1. The annual records inventory was completed recently in TSD. This year, in conjunction with the inventory, a Records Control Schedule was developed. Attached hereto is the portion of the TSD Records Control Schedule which pertains to your component.

2. TSD is one of the first components within the CS to develop a complete index of all records maintained with precise instructions for the continued disposition of various record holdings as they accumulate. The disposition instructions for the different groups of records held within TSD components has been determined after consultation with each of you.

25X1 3. [] Records Administration Officer for TSD, will assist each component in following the disposition instructions which have been agreed upon. In so doing, she will work closely with the individual who has been designated to handle the implementation of this schedule in your branch.

25X1 4. I feel that the Records Control Schedule which is being forwarded to you represents an important step forward and should provide the means for preventing further growth of record holdings within TSD. I have asked [] to report informally by the end of September on progress being made to put the TSD Records Control Schedule into effect.

25X1 []
Chief, DD/P/TSD

Attachment:

____ Records Control Schedule

____, Designee

S E C R E T

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|--|---------------------------|--------------------|
| TRANSMITTAL SLIP | | DATE 20 June 61 |
| TO: | | |
| ROOM NO. 609 | BUILDING 1016 - 16 St. | |
| REMARKS: For your information. You might want to show this to | | |
| <div style="border: 1px solid black; width: 150px; height: 30px; margin-left: 400px;"></div> | | |
| FROM: TSD - Jones | | |
| ROOM NO. | BUILDING | EXTENSION |

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FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

* GPO : 1957 - O - 439445